

# EMPLOYMENT DEVELOPMENT DEPARTMENT

# CEA



## CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITION TITLE:** ASSISTANT DEPUTY DIRECTOR/  
CHIEF, JOB SERVICE DIVISION

**LEVEL:** CEA 2 \$6954 - \$7668

**FINAL FILING DATE:** April 3, 2003, or Until Filled

### **DUTIES/RESPONSIBILITIES:**

Under the general direction of the Deputy Director, Job Service (JS) Branch, the Assistant Deputy Director/Chief, JS Division, plans, organizes, directs, and facilitates the activities of the JS programs and services; exercises responsibility for all policy development, administrative, liaison functions, and special projects for JS Branch; works cooperatively with the six JS Division Chiefs to provide field program consistency; proposes, develops, implements, and evaluates statewide JS policy, standards, methods, and procedures pertaining to JS programs; acts as principle policy advisor to the Deputy Director, JS Branch, in the area of program management, budget, service delivery system operations, investigations, legislation, organization, management information systems, and human resource management for the Branch. In the absence of the Deputy Director, the incumbent will act as Deputy Director, Job Service Branch.

### **FILING INSTRUCTIONS:**

All applicants must submit an **Examination Application (STD 678)** and **Statement of Qualifications (SOQ)** postmarked no later than the final filing date to:

Employment Development Department  
Human Resource Services Division, MIC 54  
Attention: Greg Goforth  
P.O. Box 826880  
Sacramento, CA 94280-0001

**Applications submitted without a SOQ will be rejected.** The SOQ should be one, but no more than two pages in length, and is a separate discussion from the application and/or resume. The SOQ should include a discussion describing how the applicant's education, experience, knowledge, skills, and abilities relate to the qualifications for this position. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted.

All inquiries regarding this examination should be directed to Greg Goforth at (916) 654-7471.

### **EXAMINATION INFORMATION:**

The position exists with the EDD in Sacramento. A review of all applications and Statements of Qualifications will occur immediately following the final filing date. The Minimum Qualifications and Desirable Qualifications will be used as the evaluation criteria to screen the applications and Statements of Qualifications. Interviews may be conducted with the most qualified applicants. Qualified applicants will be ranked competitively and notified of their results. The results of this examination will be used solely to fill the position of Assistant Deputy Director/Chief, Job Service Division.

## **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications by the final filing date:

### **Either I**

Must be a civil service employee with permanent civil service status.

### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

### **And**

Have the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resource management techniques; the Agency's equal employment opportunity program objectives; an administrator's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; and the Ralph C. Dills Act (State Employer-Employee Relations), labor agreements, and State Personnel Board/Department of Personnel Administration (SPB/DPA) rules governing Departmental personnel management practices.
- (2) Ability to plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend an effective course of action; prepare and review reports; effectively contribute to the Department's equal employment opportunity objectives; effectively carry out administrative and personnel management responsibilities under the Ralph C. Dills Act (State Employer-Employee Relations), SPB/DPA rules and labor agreements.

Knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, or other government settings, or in a private organization):

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

## **DESIRABLE QUALIFICATIONS:**

1. Experience in the management and administration of a statewide program with extensive field operations.
2. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and initiative at all levels, and use sound judgment in managing complex and varied programs.
3. Familiarity with the JS program, specifically the legal basis and pending policy issues, automation challenges, budgetary issues from a state and federal perspective, quality oversight and associated federal requirements, services delivery alternatives employed nationally, and field operations and procedures.
4. Demonstrated ability to integrate the JS program within the One-Stop Career Center System, to represent State programs, i.e., Unemployment Insurance, JS, Veterans, NAFTA/TAA, and Migrant Seasonal Farm Worker at the local level and on Local Workforce Investment Boards, and to negotiate and broker local contracts for reimbursable services with local and community-based organizations.
5. Demonstrated ability to establish and maintain effective working relationships with Executive Staff, officials of Local Workforce Investment Areas, county welfare officials, elected officials, employer organizations, administrators of the Department of Labor, the Veterans Employment and Training Service, other state and federal agencies, educational institutions, labor organizations, and community-based organizations.
6. Familiarity with EDD's major programs, including Job Service, Unemployment Insurance, Disability Insurance, Employer Tax, Employment and Training, and Workforce Development.
7. General knowledge of labor force issues, including employers and the unemployed, private and governmental agencies, and the ability to effective relationships with these groups.
8. Familiarity with the Department's major automated systems.
9. Knowledge of quality customer service principles and demonstrated use of customer expectations to improve processes and/or products.